

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S15-037

DATE: March 13, 2015

SUBJECT: ANNOUNCEMENT NUMBER: 15-18

OPEN TO: All Interested Candidates

POSITION: Janitor
FSN-1; FP-DD

OPENING DATE: March 13, 2015

CLOSING DATE: March 27, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR): CFA 1,406,562 per year
(Starting salary before benefits and allowances)
Position grade: FSN-1

*Not-Ordinarily Resident (NOR): US\$18,161 per year
(Starting salary
Position grade: FP-DD to be confirmed by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bamako is seeking an individual for the position of Janitor for the Facility Maintenance Section.

BASIC FUNCTION OF POSITION

The incumbent will be responsible for the following:

- Cleaning and performing a variety of janitorial services in the Embassy office building, including but not limited to sweeping, scrubbing, mopping, disinfecting, deodorizing and waxing floors, restrooms, lavatories and restroom fixtures.

- Emptying waste baskets and ashtrays, replenishes bathroom supplies, sets and polishes household and /or furniture.
- Reporting broken windows burned light bulbs and clogged drains.
- Using pressure washer to clean exterior of building walls and walkways.

A copy of the complete Position Description listing all duties and responsibilities as well as the application are available at the U.S. Embassy's main entrance.

QUALIFICATIONS REQUIRED

- Completion of elementary school is required and six months of janitorial experience **OR** six years of janitorial experience required.
- Level I English, French and Bambara required.
- Ability to use cleaning supplies.

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED (AUCUN DOSSIER NE SERA ACCEPTE SANS LE FORMULAIRE DS174 REMPLI, LE CV AINSI QUE LES COPIES DE DIPLOMES, CERTIFICATS, ATTESTATIONS ET PERMIS):

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/job-opportunities.html>; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, **PLUS**;
2. A Current resume or curriculum vitae, **PLUS**;
3. Any other documentation (e.g., driver's license, copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

SUBMIT APPLICATION TO

HROBamako@state.gov

Subject: Janitor

POINT OF CONTACT

HRO: 2070- 2314/2316/2511 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: MARCH 27, 2015

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country); and,
- Is not subject to host country employment and tax laws (i.e. diplomats); and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – **A Foreign National or U.S. citizen who:**

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.